

**FRANKLIN COUNTY
DEPT OF JOB AND FAMILY SERVICES
80 East Fulton Street
Columbus, Ohio 43215**

JOB ANNOUNCEMENT

POSITION TITLE: Accountant 1/Auditor (Non-Bargaining) **PCN:** 100421

DEPARTMENT: Finance Department **P. R. N13**

RESPONSIBILITIES: Under the direction of the Department Auditor, this position travels to various provider organizations to independently conduct routine and non-routine comprehensive monitoring and/or audits of complex programs to assure compliance with federal, state, and agency rules, regulations and statutes as required by OMB Circular A-133 – Audits of State, Local Governments, and Non-Profits. This includes operational and financial examination of all records related to all programs for which the vendor or sub-recipient provides services on behalf of the Franklin County Department of Job and Family Services.

Schedule and conduct pre-audit meetings with the organizations to discuss the basis for review and areas of concentration. Identify duplication, overlap and conflicts with other related programs for which a provider is receiving a pass-through of local, state, and/or federal dollars. Interact and interview all levels of staff to gather pertinent information related to the program monitoring or review. Prepare a comprehensive report of monitoring or audit results; make recommendations; and determine the need for Corrective Action Plans.

Maintain records and schedules for correspondence related to monitoring and audit findings and corrective action plans. Provide financial technical assistance and training to providers. Prepare memos, letters, reports, and other correspondence surrounding audits and audit findings.

Conduct comprehensive internal audits/review at the request and direction of the Department Auditor. Prepare annual Risk Assessment for all agency vendor and sub-recipient contracts. Assist the Department Auditor with the preparation of materials required for Federal, State and County audits. Create, and modify Excel spreadsheets as well as Word documents.

MINIMUM QUALIFICATIONS: Ability to calculate fractions, percentage and decimals and to read and write common vocabulary plus: 6 courses in accounting (e.g., management accounting, financial accounting, cost accounting, auditing principals and procedures) (or 18 months experience; or equivalent). **Preferred Qualifications:** Bachelor's Degree in Accounting or related finance field; two years experience in auditing or monitoring.

STARTING SALARY: \$20.24 per hour/180 day probationary period.

DATE POSTED: Thursday, June 10, 2010

DEADLINE TO APPLY: Until Filled.

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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